



USA Ultimate
Manager – Competition and National Team Programs

Position Title: Manager – Competition and National Team Programs (Club)

Responsible To: Managing Director – Competition and National Team Programs

Background: USA Ultimate serves as the national governing body for the sport of ultimate in the U.S. Our mission is to advance the sport of ultimate in the United States by enhancing and promoting character, community and competition. www.usultimate.org

Job Description: Assist in the management of USA Ultimate’s Competition and National Team Programs including event direction/management, event registration and processing, event communication, event support, personnel and committee support, and other program-related duties and projects. Specific responsibilities will include, but are not limited to, management and oversight of USA Ultimate’s Triple Crown Tour (TCT), club division, masters division and adult national team programs, as well as other programs throughout the year. This position requires working non-traditional hours, including evenings and weekends, and involves seasonal travel for events.

Event registration, processing, and communication

- Manage updates to competition and administrative guidelines in collaboration with HQ Competition Programs staff, Competition Working Group, Club Working Group and Masters Working Group.
- Manage qualification process for regular-season and postseason events.
- Manage event site selection timeline for sectional and regional events.
- Manage and assist with registration and roster processing for regular-season and championship-series events.
- Create and maintain computerized records for championship-series events. Ensure that records are complete, accurate and up to date; includes managing and assisting with related data entry.
- Manage USA Ultimate response to player/team eligibility issues.
- Manage event results reporting, rankings, bid allocation and qualification procedures.
- Serve as direct line of communication between HQ and volunteer staff.

Event management and support

- Serve as USA Ultimate HQ staff competition lead for select USA Ultimate championship and Triple Crown Tour events.
- Coordinate all competition-related aspects of event(s), including team selection/qualification, seeding, formats, scheduling and competition rules.
- Attend championship event(s), as directed.
- Assist with site selection for future championship event(s).
- Attend USA Ultimate championship and TCT events as event staff (cannot compete in these events).
- Manage registration at USA Ultimate championship events.
- Provide on-site assistance at major USA Ultimate events.

International competition

- Manage team selection process for USA Ultimate adult (club, masters) representatives to international competition.
- Work with Competition Programs staff to select high-level coaches and other support staff.
- Work with event managers to select sites for and manage logistics of national team tryout and training camps.
- Assist with management of select USA Ultimate representatives to international competitions, as assigned.

Personnel and committee support

- Recruit, train and evaluate volunteer staff.
- Create and maintain volunteer training materials.
- Manage volunteer accounts in database, online and in alias system.
- Act as staff support to club, masters and rankings working groups and other committees, as assigned.
- Manage temporary and seasonal staff hired for championship series-related tasks.

Other program-related duties and projects

- Assist with program-related mailings.
- Solicit and collect logos/designs from artists.
- Manage discounted disc program for championship series.
- Create and analyze reports and surveys.
- Assist with other projects as needed.
- Attend organization and/or program-level meetings as directed.

Qualifications:

- Bachelor's degree (or equivalent experience).
- Significant knowledge of the sport of ultimate and USA Ultimate's competitive structures.

Preferred knowledge, skills and abilities

- Proficient with computers and office-related software, including word processing, database and spreadsheet management, Google Drive, email and internet. Experience with website content management a plus.
- Excellent written and verbal communication skills.
- Demonstrated ability to work with people and provide impeccable customer service to volunteers, organizers and athletes of all ages and experience levels.
- Demonstrated ability to multi-task; prioritize competing projects and assignments.
- Demonstrated experience with organized sports administration and/or non-profit event management.
- Experience with the sport of ultimate.
- Event management/tournament direction experience.

Compensation:

- Full-time, salaried position.
- Salary commensurate with experience and qualifications.
- Excellent medical, dental and vision plans.
- Paid vacation, sick and personal days.

- Eligible for participation in retirement savings program after completion of established waiting period

Projected Start Date:

December 2018 or until filled.

Application Process and Deadlines:

Expressions of Interest – November 11, 2018 – Send a short message describing your interest in the position and salary requirements to Will Deaver, *Subject: Club Competition Manager Expression of Interest* (will@hq.usultimate.org).

Application Materials – November 25, 2018 – Send a cover letter, résumé and three professional references to Will Deaver, *Subject: Club Competition Manager Application* (will@hq.usultimate.org).